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INSTRUCTION NO.

LI 7-1

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MANAGEMENT

SUBJECT: Periodic Review of Selected Regulatory Issuances

1. PURPOSE

The purpose of this Instruction is to establish a procedure to ensure compliance with required periodic reviews of selected Agency regulatory issuances.

2. RESPONSIBILITIES OF SUPERVISORS

Regulatory issuances are published from time-to-time which place upon supervisors recurring responsibilities for which there are no automatic reminders. There are requirements that certain regulatory material be reviewed by all employees at specific time intervals. Supervisors will maintain a system of self-reminder to bring about the periodic review prescribed herein.

3. PERIODIC REVIEW PROCEDURE

- a. Supervisors in each component of the Office of Logistics will make available to all employees under their jurisdiction the regulatory issuances listed in the attachment. Reviews will be conducted in January and July each year. Supervisors will maintain individual certification records of these periodic reviews, and division and staff chiefs will certify to the Director of Logistics through the Chief, Personnel and Training Staff, by 31 January and 31 July each year that their employees have complied with this requirement.
- b. Certification of the initial periodic review is due 30 days from the date of this Instruction.



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George E. Meloon
Director of Logistics

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Attachment
to
LI 7-1

REGULATORY ISSUANCES PRESCRIBING FUNDAMENTAL RESPONSIBILITIES
OF EMPLOYEES AND SUPERVISORS

Compliance with Security Regulations

Security of Areas, Offices, and Buildings

Release of Agency Information to Representatives of Public Information Media

Instructions to Employees Regarding Place-of-Employment Questions Posed by Public School Districts in the District of Columbia and Nearby Virginia and Maryland

Instructions to Operating Officials Regarding Place-of-Employment Questions Posed by Public School Districts in the District of Columbia and Nearby Virginia and Maryland

Headquarters Emergency Plan

Review of Fire Emergency Plans for the building in which employees work

Equal Employment Opportunity Policy and Procedures

Employee Conduct

Employee Emergencies and Unforeseen Absences

Internal Security Procedures, Office of Logistics

Personnel Emergency and Locator Records

Leave

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